SELECTEDWORKS USER MANUAL

TRACE: TENNESSEE RESEARCH AND CREATIVE EXCHANGE

UNIVERSITY OF TENNESSEE LIBRARIES

AUGUST 2012

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For further information on a particular topic, you may contact the appropriate librarian liaison from the following page: Subject Liaison Librarian

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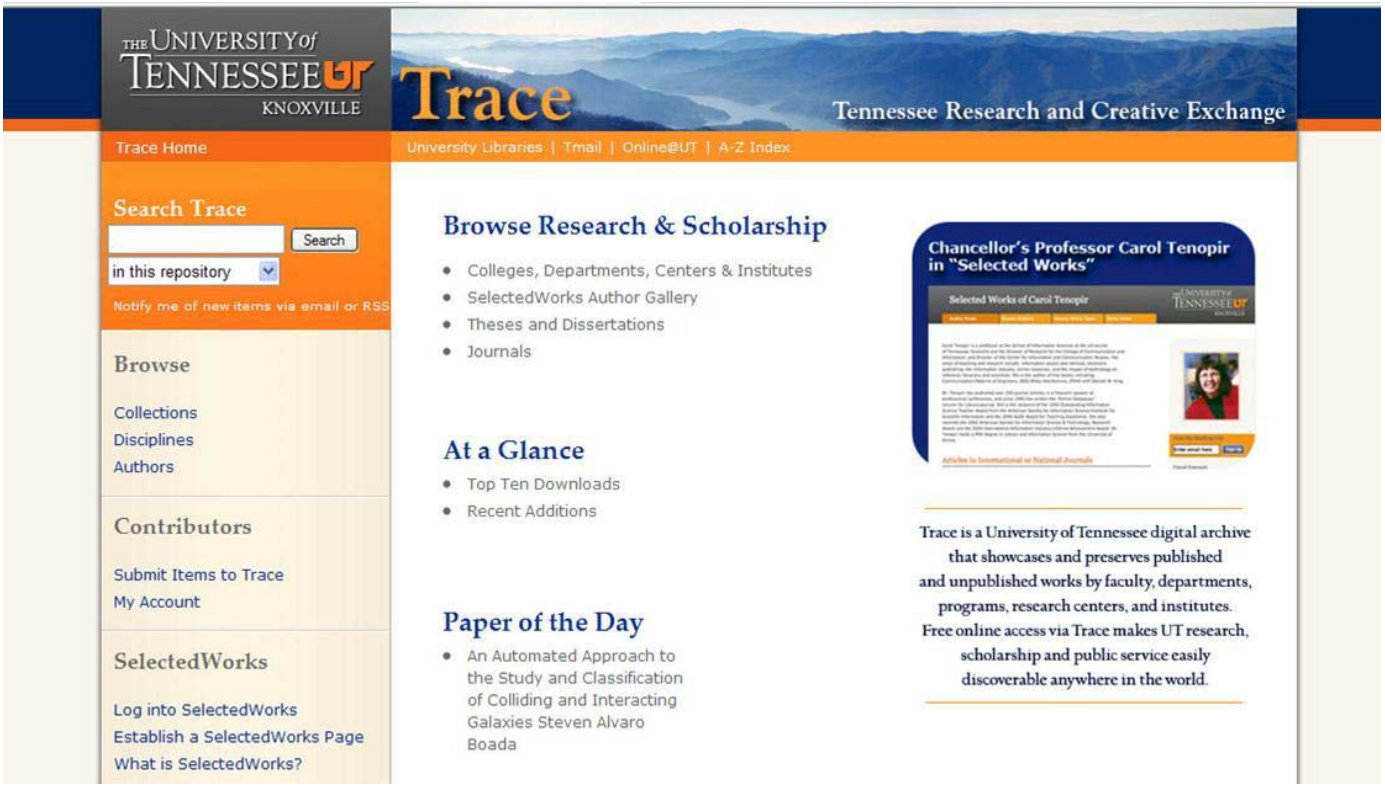
THE SELECTEDWORKS SITE BUILDER

GETTING STARTED: LOG IN TO YOUR ACCOUNT

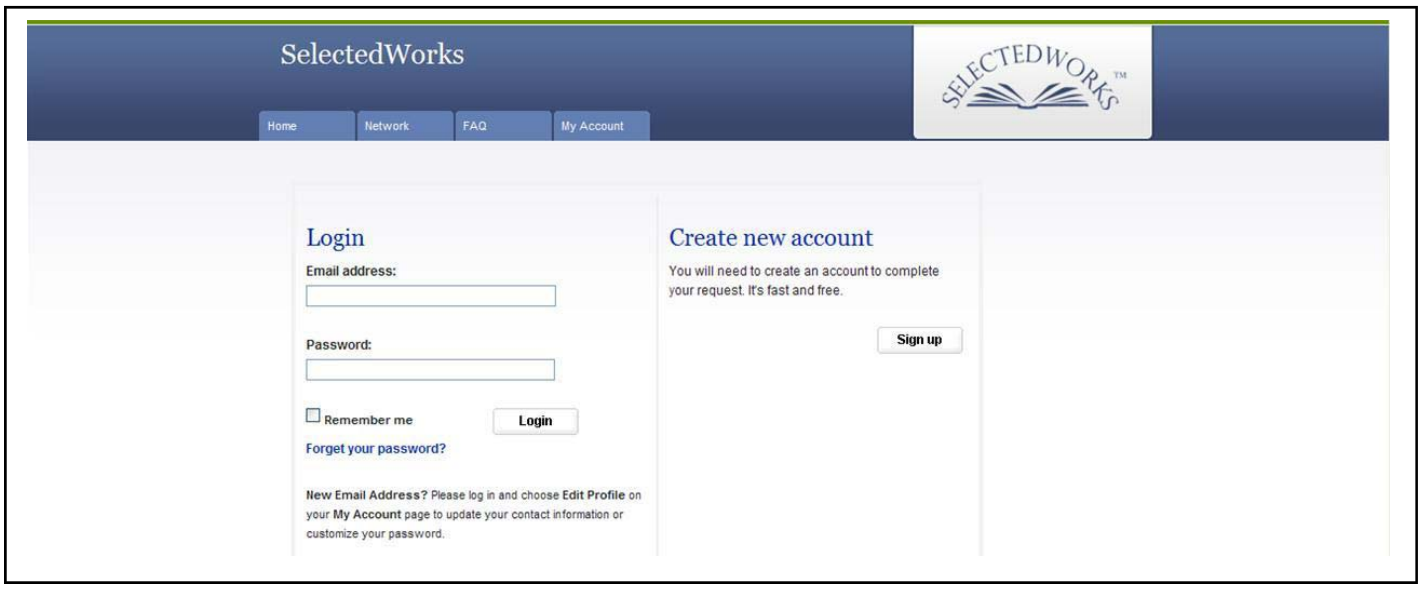
1. Go to http://trace.tennessee.edu; click the **Establish a SelectedWorks Page** button in the sidebar.


THE UNIVERSITY of TENNESSEE KNOXVILLE
Trace
Tennessee Research and Creative Exchange
Trace Home
University Libraries | Tmail | Online@UT | A-Z Index
Search Trace
Search
in this repository
Notify me of new items via email or RSS
Browse
Collections
Disciplines
Authors
Contributors
Submit Items to Trace
My Account
SelectedWorks
Log into SelectedWorks
Establish a SelectedWorks Page
What is SelectedWorks?
Browse Research & Scholarship
Colleges, Departments, Centers & Institutes
SelectedWorks Author Gallery
Theses and Dissertations
Journals
At a Glance
Top Ten Downloads
Recent Additions
Paper of the Day
An Automated Approach to the Study and Classification of Colliding and Interacting Galaxies Steven Alvaro Boada
Chancellor's Professor Carol Tenopir in "Selected Works"
Trace is a University of Tennessee digital archive that showcases and preserves published and unpublished works by faculty, departments, programs, research centers, and institutes. Free online access via Trace makes UT research, scholarship and public service easily discoverable anywhere in the world.

2. If you already have a bepress account, log in with your email address and password. If you don't have an account, click **Sign up** under "Create new account" to create your account and sign in.

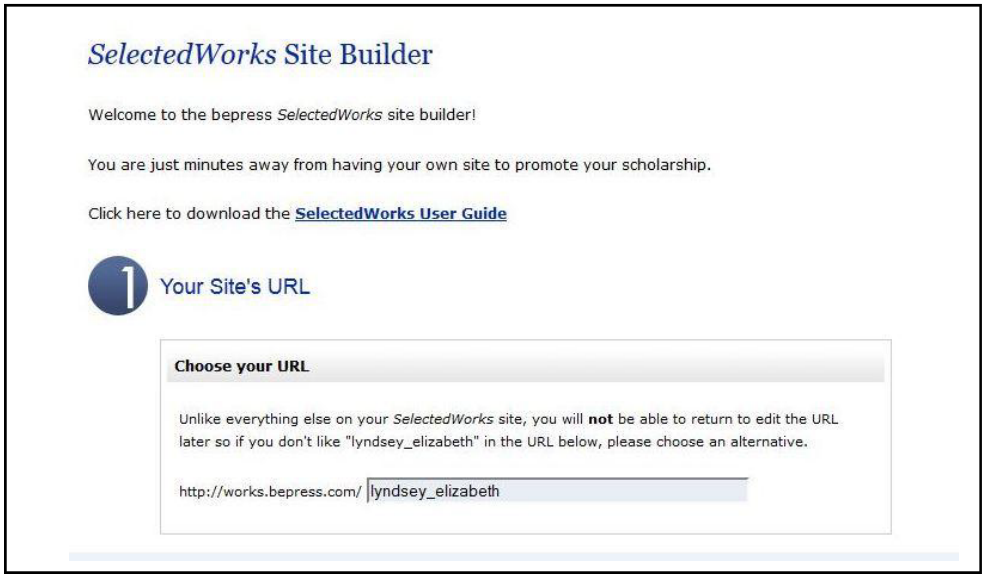
3. If you created a new account, you will receive a confirmation email. Please click on the link in the email to confirm and activate your account. This link will take you directly to the next step in the site-build process.

4. Access code is "scholarship"


SelectedWorks
Home
Network
FAQ
My Account
Login
Email address:
Password:
Remember me
Login
Forget your password?
New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.
Create new account
You will need to create an account to complete your request. It's fast and free.
Sign up

1. Select Your Site's URL

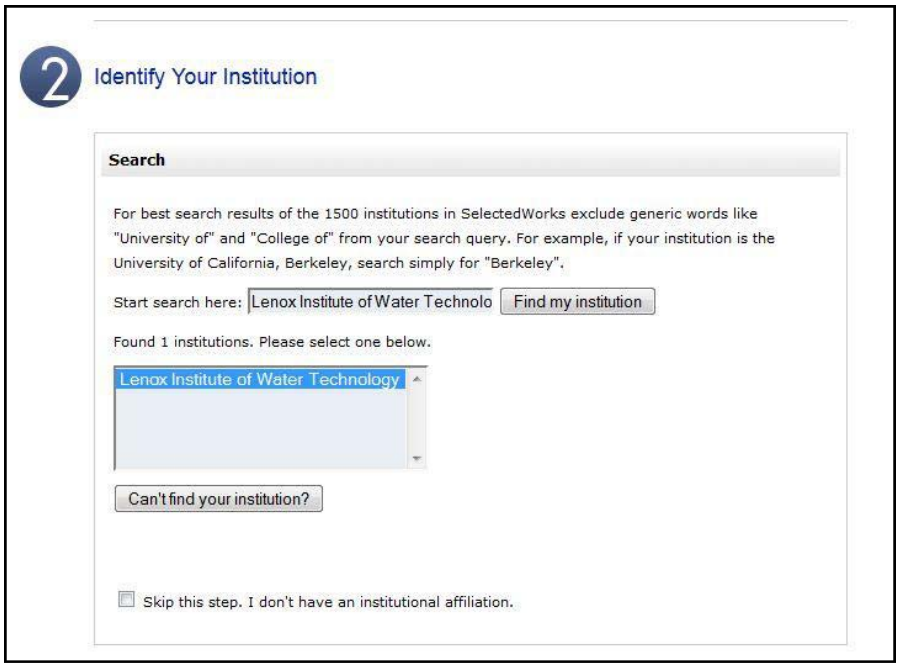
By default, your name in the format "firstname_lastname" is used to identify your site. The URL always begins with "http://works.bepress.com," but the section of the URL used to identify your site can be changed by editing the text in the box. Only letters, numbers and the underscore character may be used, however you may not begin your entry with a number.


SelectedWorks Site Builder
Welcome to the bepress SelectedWorks site builder!
You are just minutes away from having your own site to promote your scholarship.
Click here to download the SelectedWorks User Guide
1
Your Site's URL
Choose your URL
Unlike everything else on your SelectedWorks site, you will not be able to return to edit the URL later so if you don't like "lyndsey_elizabeth" in the URL below, please choose an alternative.
http://works.bepress.com/ lyndsey_elizabeth

The URL is easy to change here now, but after you build your site, the URL cannot be altered. This is the *only* thing in this setup process that cannot be changed later.

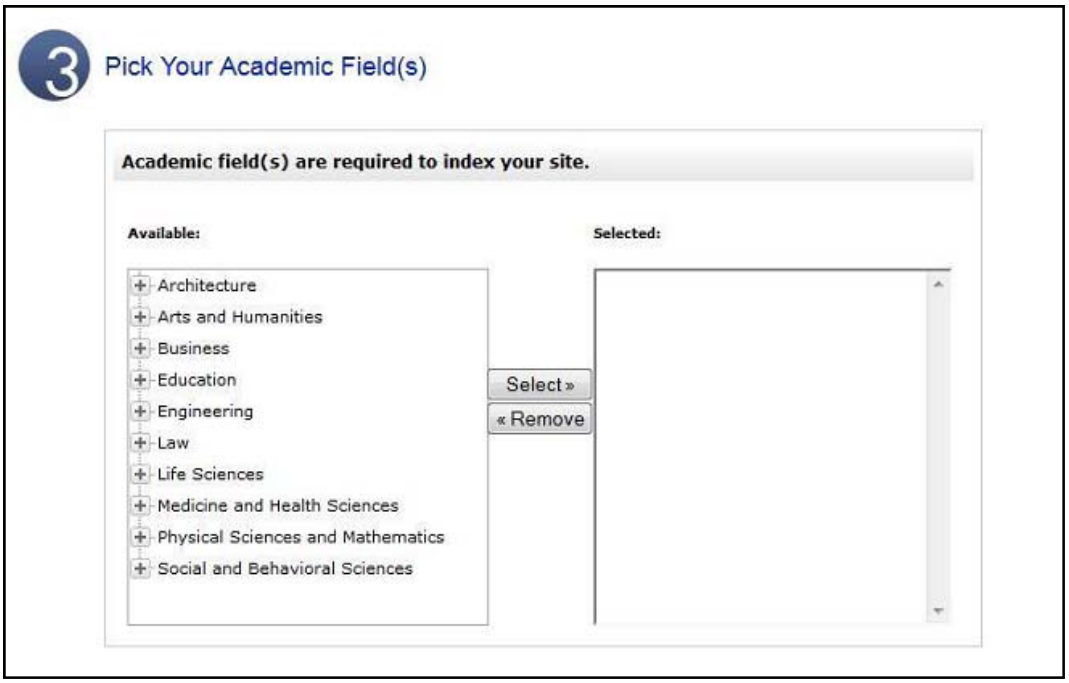
2. Identify Your Institution

If an institution is associated with your account, it will be displayed here. Verify the institution is correct and continue on to the next step. Otherwise, enter your institution's name, click **Find my institution**, and select your institution from the options in the list.


2
Identify Your Institution
Search
For best search results of the 1500 institutions in SelectedWorks exclude generic words like "University of" and "College of" from your search query. For example, if your institution is the University of California, Berkeley, search simply for "Berkeley".
Start search here: Lenox Institute of Water Technolo
Find my institution
Found 1 institutions. Please select one below.
Lenox Institute of Water Technology
Can't find your institution?
Skip this step. I don't have an institutional affiliation.

3. Pick Your Academic Field(s)

Select one or more academic fields that apply to your area of study. To select multiple fields, hold the **CTRL** key (Windows) or the **Apple** key (Macintosh) while clicking the field names.



4. Agreement to Terms of Service & Privacy Policy

Click the links for the "**Terms of Service**" and "**Privacy Policy**" that appears at the bottom of the page, and read them before continuing. Click the check box to indicate your agreement.

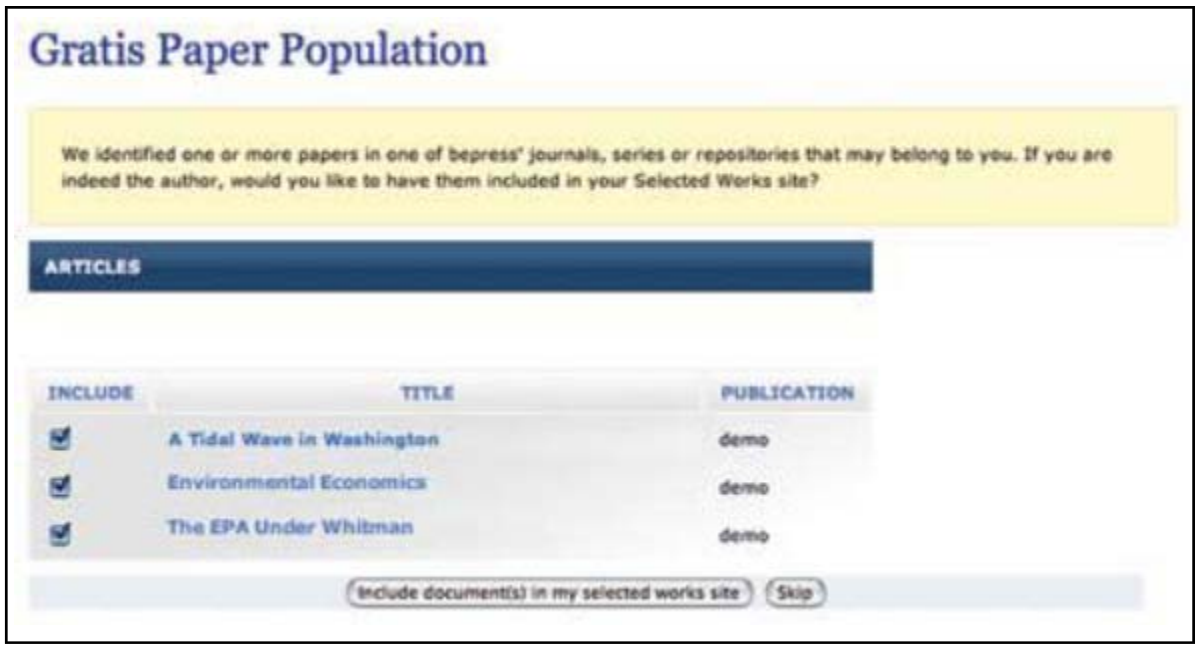
5. Build Your Site Now

Click the **Build Site Now** button, and within a matter of seconds, your basic site will be compiled and ready for you to preview. **At this time, your site will also be automatically updated and viewable to the public.**

By checking the box you agree to the SelectedWorks Terms of Service and Privacy Policy
Build Site Now
(Confirmation email will be sent to aphoenixfalling@aol.com)

6. Automatic Population of Content

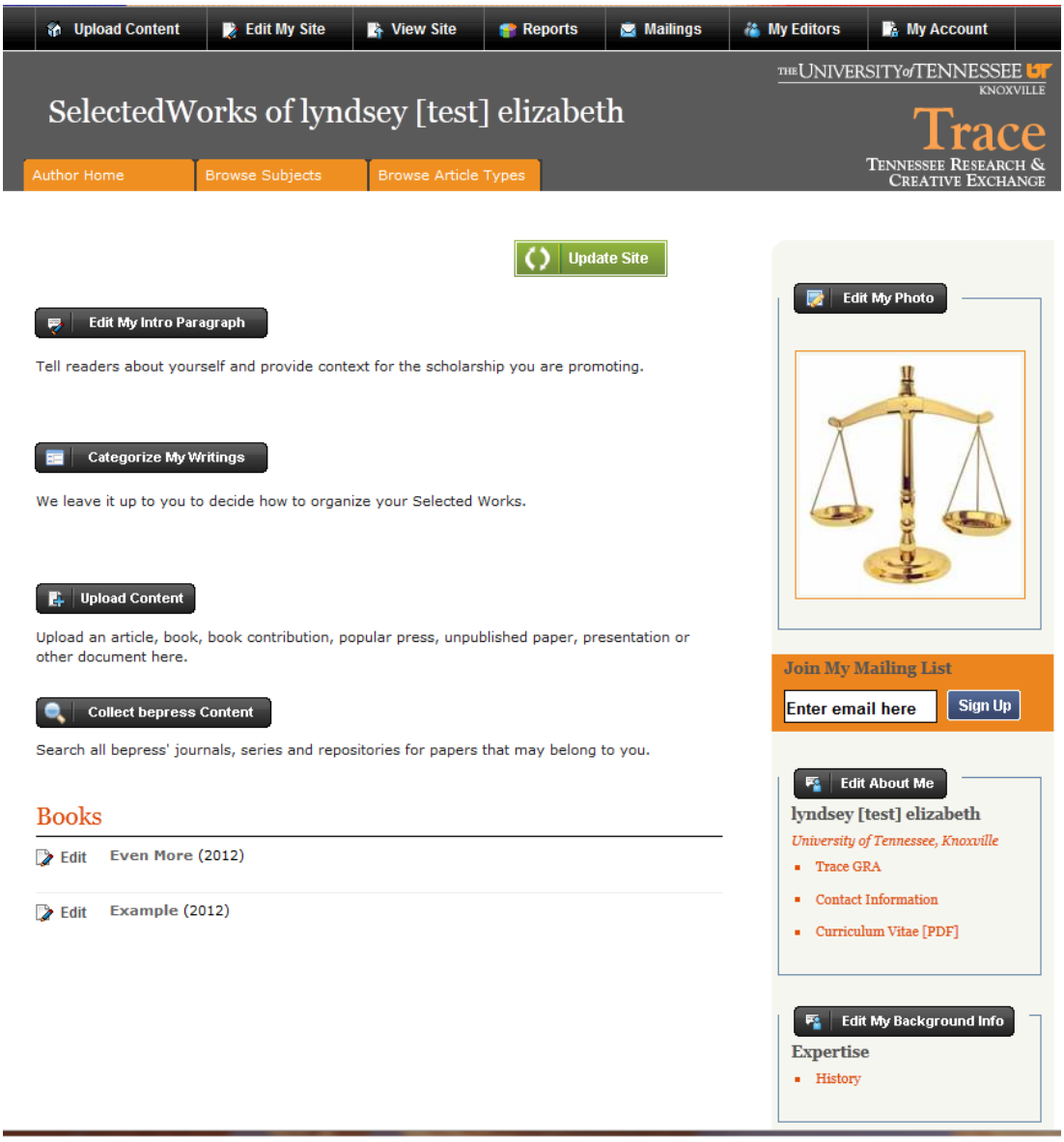
After building your site, the SelectedWorks Site Builder scans through the thousands of documents in the Research*Now* system and compiles a list of documents that appear to have you as an author. (If no such documents are found, the system will take you to the next step.)


Gratis Paper Population
We identified one or more papers in one of bepress' journals, series or repositories that may belong to you. If you are indeed the author, would you like to have them included in your Selected Works site?
ARTICLES
INCLUDE
TITLE
PUBLICATION
A Tidal Wave in Washington
demo
Environmental Economics
demo
The EPA Under Whitman
demo
Include document(s) in my selected works site
Skip

- Skim through the list to verify that the found documents should appear on your SelectedWorks site.
- Click the title of a paper to view it.
- Uncheck any papers that should not be included.
- Click **Include document(s) in my selected works site**, and your site will be instantly populated with the works that you have selected.

EDIT YOUR SITE

1. Log in from http://works.bepress.com via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed.
3. Click the **Edit My Site** button. This will take you to a page where you can access all SelectedWorks editor tools.



EDIT MY INTRO PARAGRAPH

Your site's main page can begin with an introduction about your work.

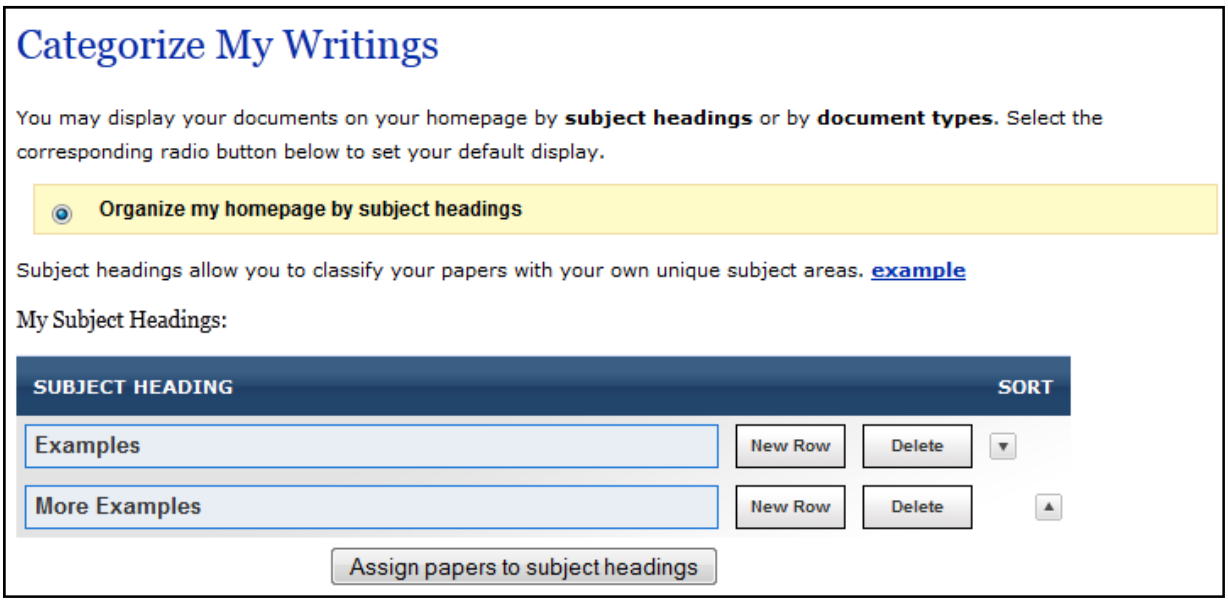
1. Click **Edit My Intro Paragraph** to add your optional introduction. No formatting (HTML or otherwise) is permitted in the introductory paragraph.
2. Once complete, click **Save Changes** to view your introductory paragraph in the **Edit My Site** page.

CATEGORIZE MY WRITINGS

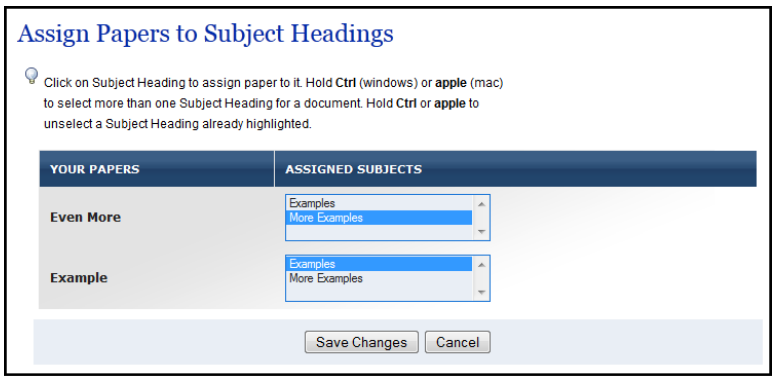
By default, the papers posted on your site are displayed categorically by their subject heading. Alternatively, you may elect to have them grouped by document type (e.g. article, working paper, report). Control these options, as well as the terms used for the document type or subject headings, by clicking the **Categorize My Writings** button.

Subject Headings

1. Select **Organize my homepage by subject headings** by clicking the small button next to it in order to have your papers categorized and displayed by subject heading.

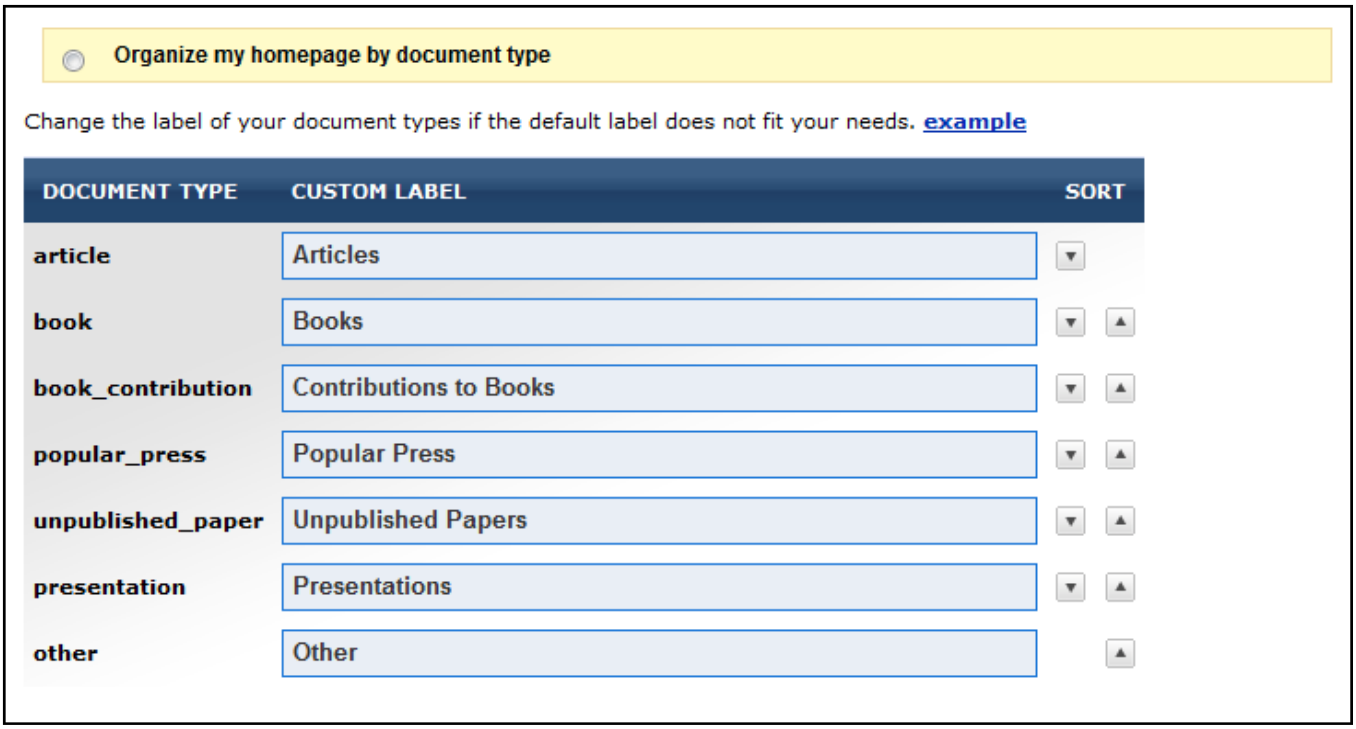

Categorize My Writings
You may display your documents on your homepage by subject headings or by document types. Select the corresponding radio button below to set your default display.
Organize my homepage by subject headings
Subject headings allow you to classify your papers with your own unique subject areas. example
My Subject Headings:
SUBJECT HEADING
SORT
Examples
New Row
Delete
More Examples
New Row
Delete
Assign papers to subject headings

2. **Modifying your subject headings:** Subject headings that have been used by uploaded papers are automatically displayed. You may add new subject headings by clicking **New Row** and entering a new heading in the box provided. Delete any unwanted subject headings by clicking the corresponding **Delete** button or edit a subject heading by modifying the heading in place.
3. Once your list of subject headings is as you would like it, click the **Save Changes** button at the top or bottom of the screen to save your edits and return to **Edit My Site**. Alternatively, by clicking on **Assign papers to subject headings** at this point, the system will automatically save your new subject headings and move on to the next step.
4. Verify that all papers have a subject heading by clicking **Assign papers to subject headings**.
5. For each paper, click the appropriate subject heading(s) in the list box to the right. Hold the **Ctrl** (Windows) or **Apple** (Mac) key to select multiple subject headings for a document. Hold the **Ctrl** (Windows) or **Apple** (Mac) key while clicking a selected item to deselect it.
6. Click **Save changes**.


Assign Papers to Subject Headings
Click on Subject Heading to assign paper to it. Hold Ctrl (windows) or apple (mac) to select more than one Subject Heading for a document. Hold Ctrl or apple to unselect a Subject Heading already highlighted.
YOUR PAPERS
ASSIGNED SUBJECTS
Even More
Examples
More Examples
Example
Examples
More Examples
Save Changes
Cancel

Document Type

1. Select **Organize my homepage by document type** by clicking the small button next to it in order to have your papers categorized and displayed by their document type.



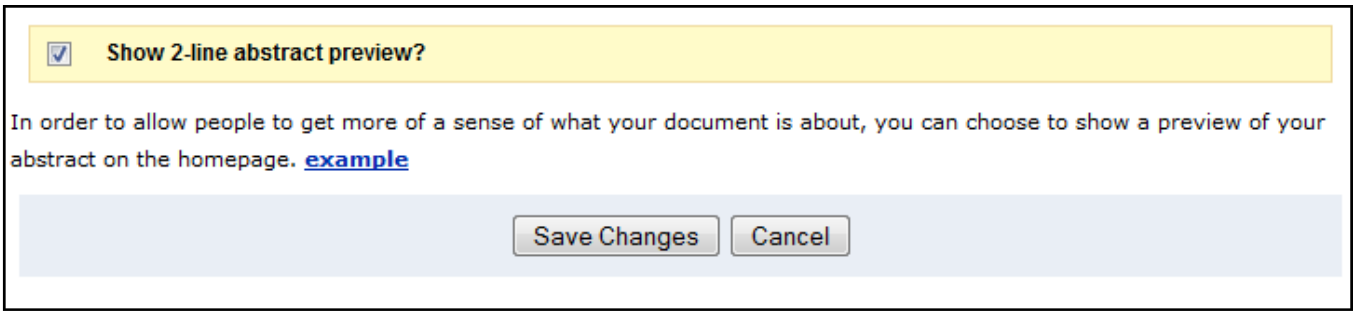
2. If you would like to reword the label for any of the document types, edit the text in the corresponding **Custom Label** field. The **Custom Label** will be displayed as the heading for these documents on your site. Only the labels may be changed; actual document types cannot be added or deleted.
3. Click **Save changes**

Show Abstract Preview

Whether you have chosen to display your content by document type or subject area, you have an additional option of showing your readers a bit of the abstract in the list of documents on the front page of your site.

1. Check this option to display the first two lines of the abstract below the title of each document.

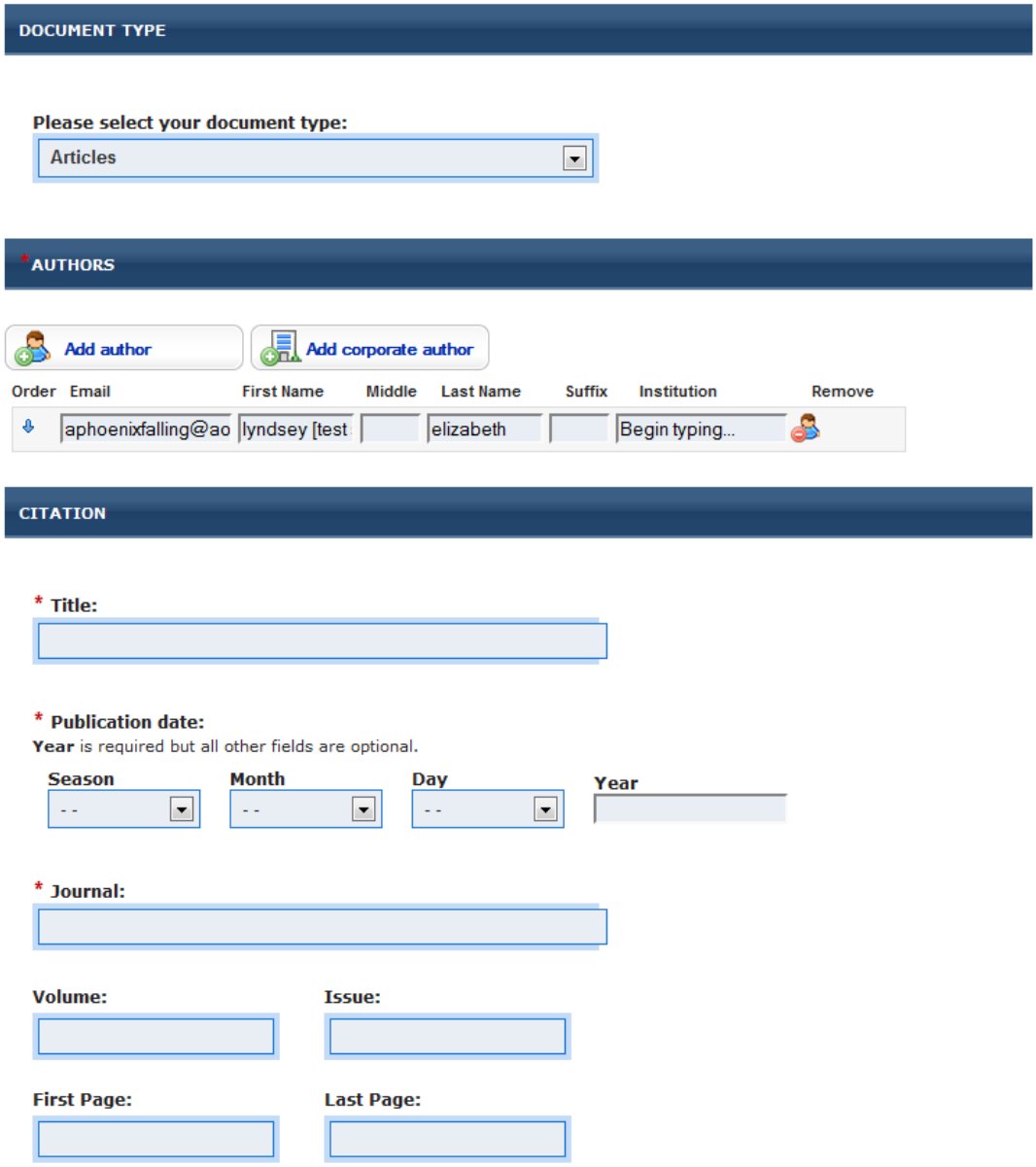
Click **Save Changes**.


Show 2-line abstract preview?
In order to allow people to get more of a sense of what your document is about, you can choose to show a preview of your abstract on the homepage. example
Save Changes
Cancel

ADD TO OR MODIFY MY WRITINGS

To upload new documents to your site:

1. Click the **Upload Content** button on your selected works home page.
2. Complete the upload form.



- **To add authors,** click **Add Author** to insert a space for a new author, and enter the author's email address (optional), name, and institution (optional).
- **To delete an author,** click the **Delete Author** button that is on the same line as the author to be removed.
- **To modify information about an author,** simply edit the information in any of the fields to change it.
- **To reorder the authors,** click the **Order** menu in the first column to choose the right order.

You may either copy/paste or type your abstract into the box provided. Only plain text, without any font or style changes, is supported in the abstract. If you need to include bold or italic text in the abstract, you may do so by changing the format of the abstract in the dropdown menu to **paragraphs formatted with HTML tags,** and entering the necessary formatting with HTML tags. Tips for entering HTML tags are provided via the **Find out which HTML tags you may use** link.

The format of the abstract is:

The system defaults to expect a single-paragraph abstract. If your abstract is multiple paragraphs, or has HTML codes, pick the appropriate option from the menu.

Upload a file

If it is within your copyright agreement to post the full text of the document to a personal web site, you have the option of uploading the document from your hard drive (Microsoft Word, RTF, WordPerfect, Excel, PowerPoint, plain text, and PDF files are accepted). Word, RTF, and WordPerfect files will be automatically converted by the system to PDF files, and posted as PDF files. When you select this choice to upload a file, you'll be presented with a field labeled "PDF, Microsoft Word, Word-Perfect, RTF, PowerPoint, or audio file." Click the **Browse** button (or **Choose File** button on some systems), locate the file on your hard drive, and select it. Note: the system lists the most commonly used file types, but you are able to upload any type of file (i.e. Excel, plain text, video, etc.).

Provide a link to the full text

If you don't have the authorization to repost the document, you may enter a link to it if it is available elsewhere online. Choose this option, and a new entry form appears for you to enter the link to the paper (be sure to include the leading http:// for this to appear as a clickable link on your site).

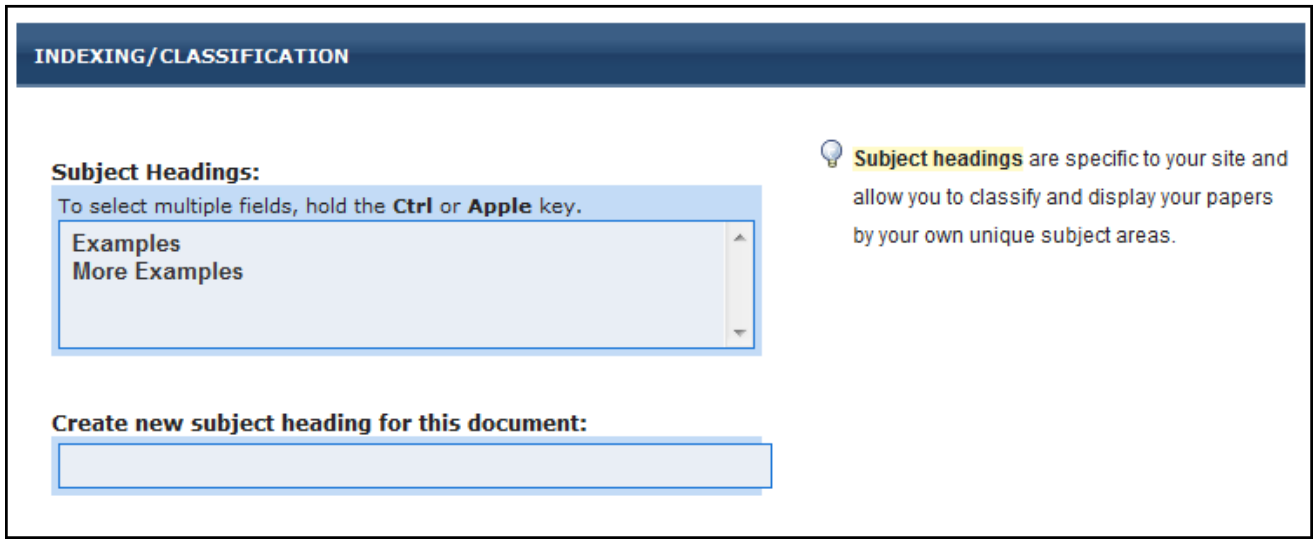
Publish metadata only

Choose this option if you don't plan to upload or link to the document's full text. The abstract and citation information will still be saved to your site.

Publisher statement

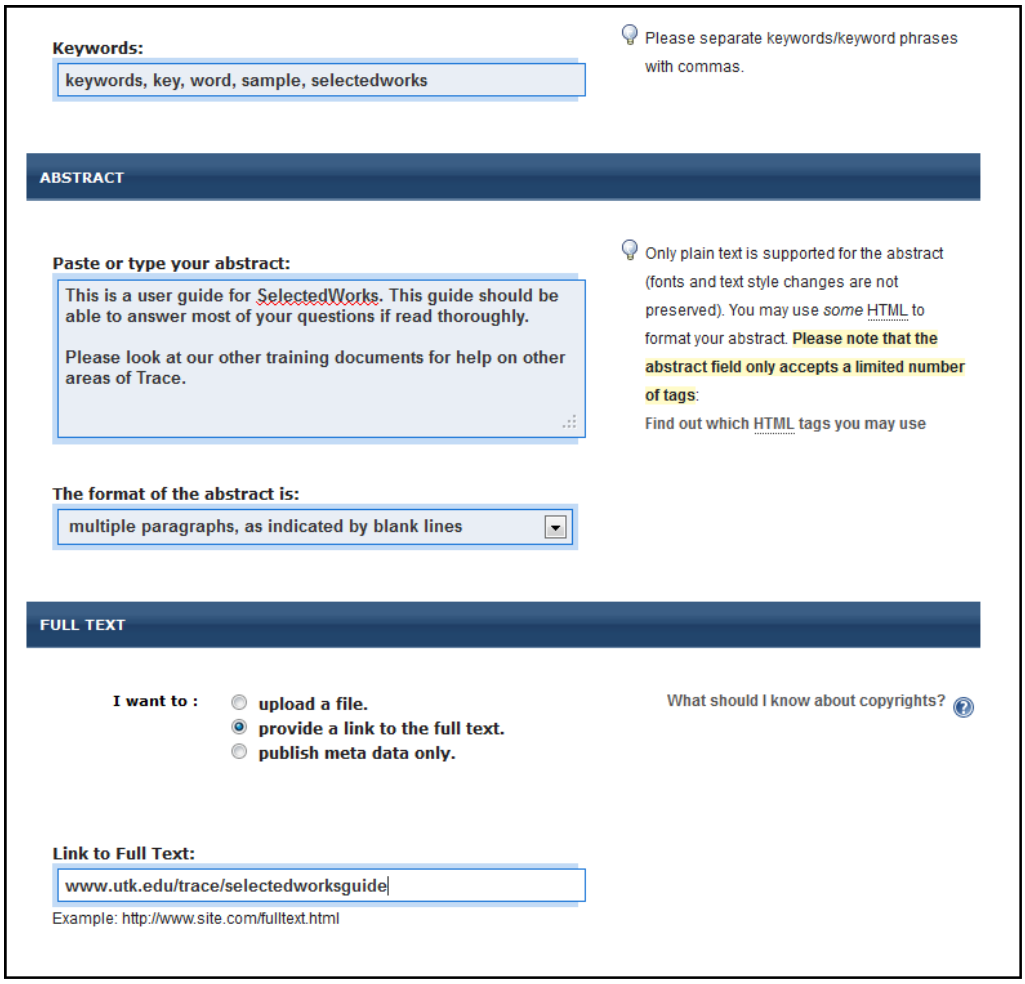
This field appears only when uploading **Article, Book,** or **Contribution to Book** document types. As part of some copyright agreements, in order for you to post the document at your site, the publisher might require a statement about where the article was published. In that case, enter the specified statement in the **Publisher Statement** box and it will appear alongside the document on your site.

If you arranged your writings by Subject headings, choose it from the options provided.

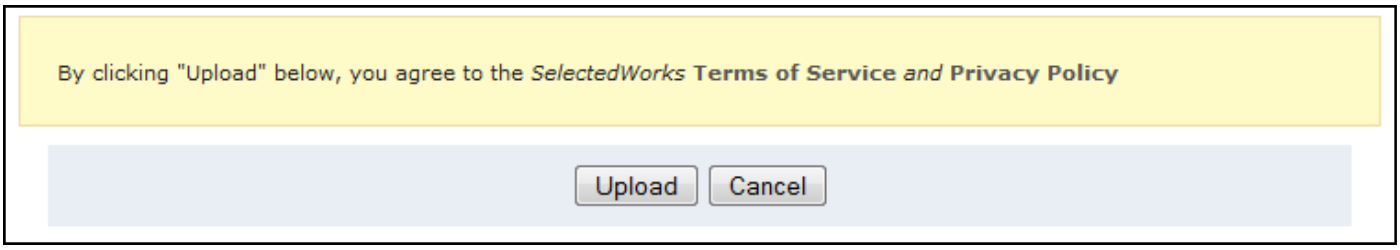

INDEXING/CLASSIFICATION
Subject Headings:
To select multiple fields, hold the Ctrl or Apple key.
Examples
More Examples
Subject headings are specific to your site and allow you to classify and display your papers by your own unique subject areas.
Create new subject heading for this document:

So that your potential audience can find your stories easily, be sure to enter Keywords and an Abstract into the boxes provided. You can also choose the format of the abstract from the drop down menu.

Now you are ready to upload your article. Choose either to upload a file or add a link to your article depending on its format.


Keywords:
keywords, key, word, sample, selectedworks
Please separate keywords/keyword phrases with commas.
ABSTRACT
Paste or type your abstract:
This is a user guide for SelectedWorks. This guide should be able to answer most of your questions if read thoroughly.
Please look at our other training documents for help on other areas of Trace.
Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. Please note that the abstract field only accepts a limited number of tags:
Find out which HTML tags you may use
The format of the abstract is:
multiple paragraphs, as indicated by blank lines
FULL TEXT
I want to :
upload a file.
provide a link to the full text.
publish meta data only.
What should I know about copyrights?
Link to Full Text:
www.utk.edu/trace/selectedworksguide
Example: http://www.site.com/fulltext.html

Once you are done, click on the **Upload** button.

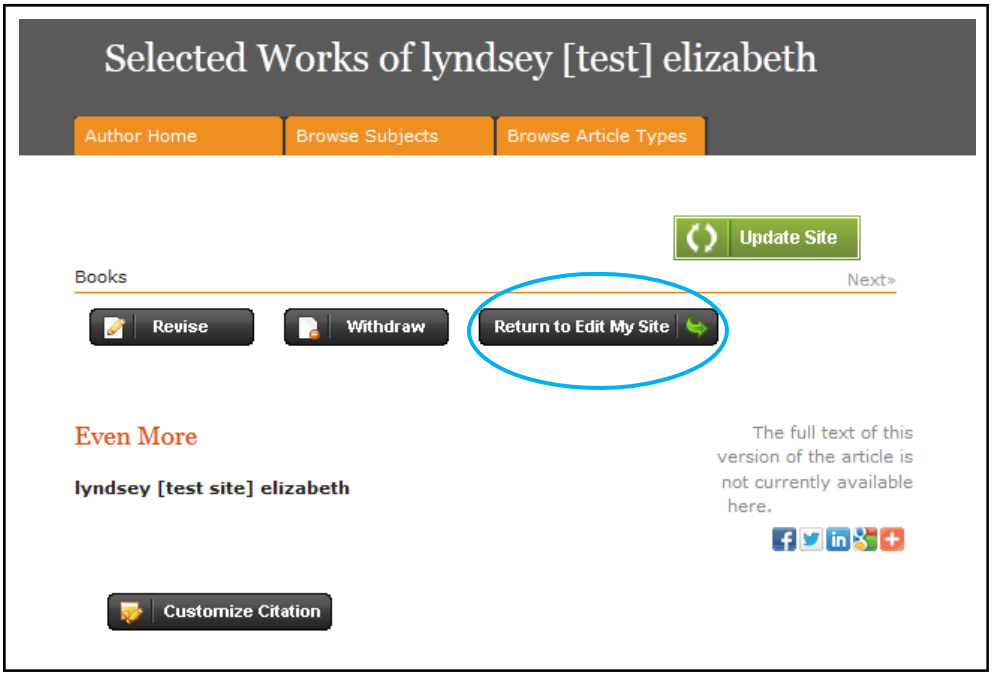


To modify or withdraw documents that are already posted to your site

Click the **Edit** button that appears to the right of the document in the **Edit My Site** view.

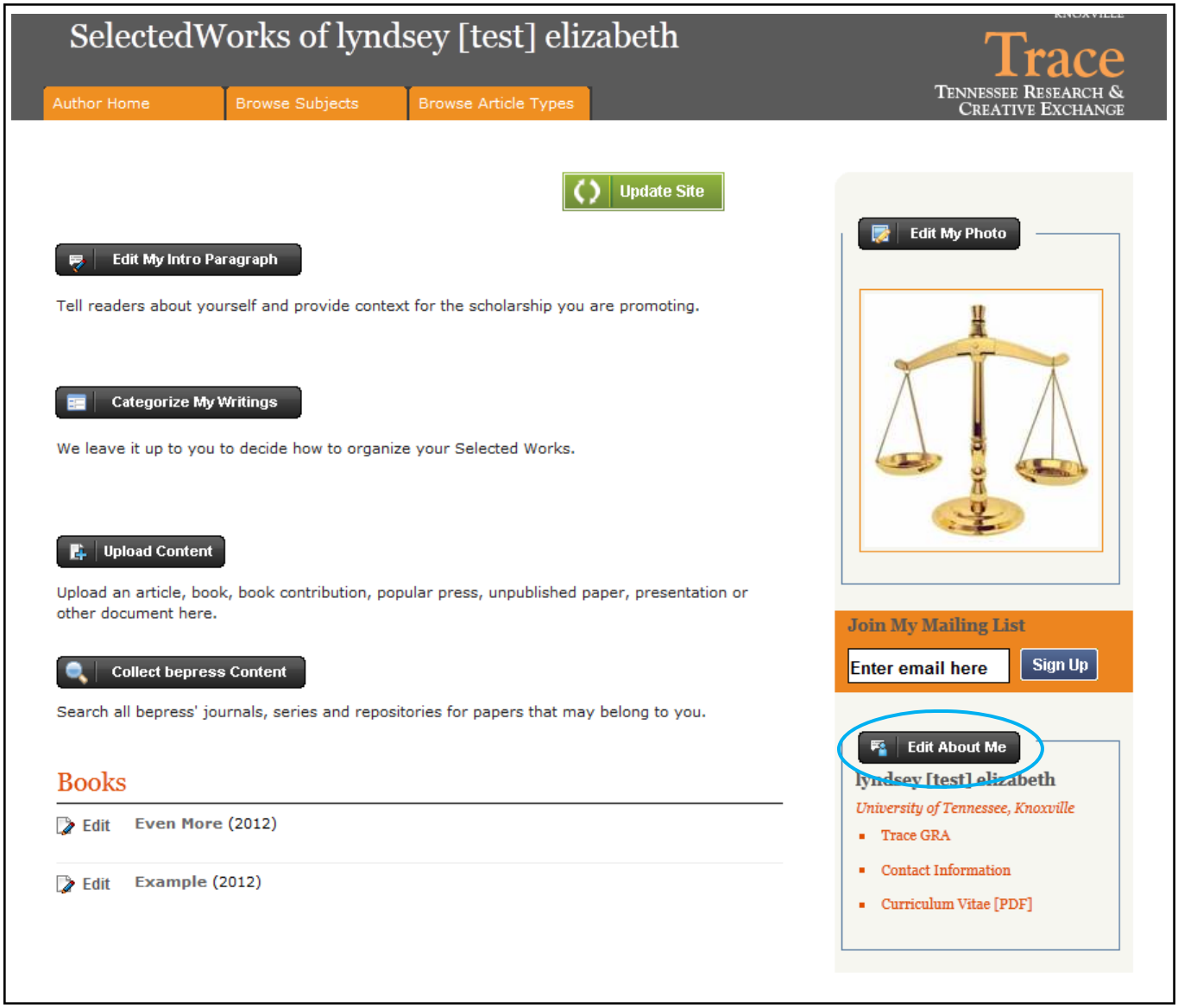
- **To revise the document:** Click the **Revise** button. The subsequent screen will display a form similar to the **Upload** form. Change only the elements in this form that you would like to modify, and click the **Save** button at the bottom.
- **To withdraw the document:** Click the **Withdraw** button. Click **Withdraw** again when presented with the confirmation screen, and the document will be removed from your site. A page will be left behind as a placeholder to notify users that the document has been withdrawn, rather than having users encounter a broken link.
- **To customize the suggested citation for the article:** Click **Customize Citation**. In the **Custom Citation** box, enter the text of the new citation as you would like it to appear. To display text in Small Caps, highlight the text and press the **Small Caps** button. To display text in *Italics,* highlight the text and press the **Italic** button. To include a link, highlight the text to link from, press the **Link** button, enter the URL to link to (remember to include the http://), and click **OK**. You can also use HTML codes to further customize the appearance of your citation, if you wish. Click **Save Changes** when you've finished customizing the citation.

When you have finished modifying the article, simply click the **Return to Edit My Site** button.

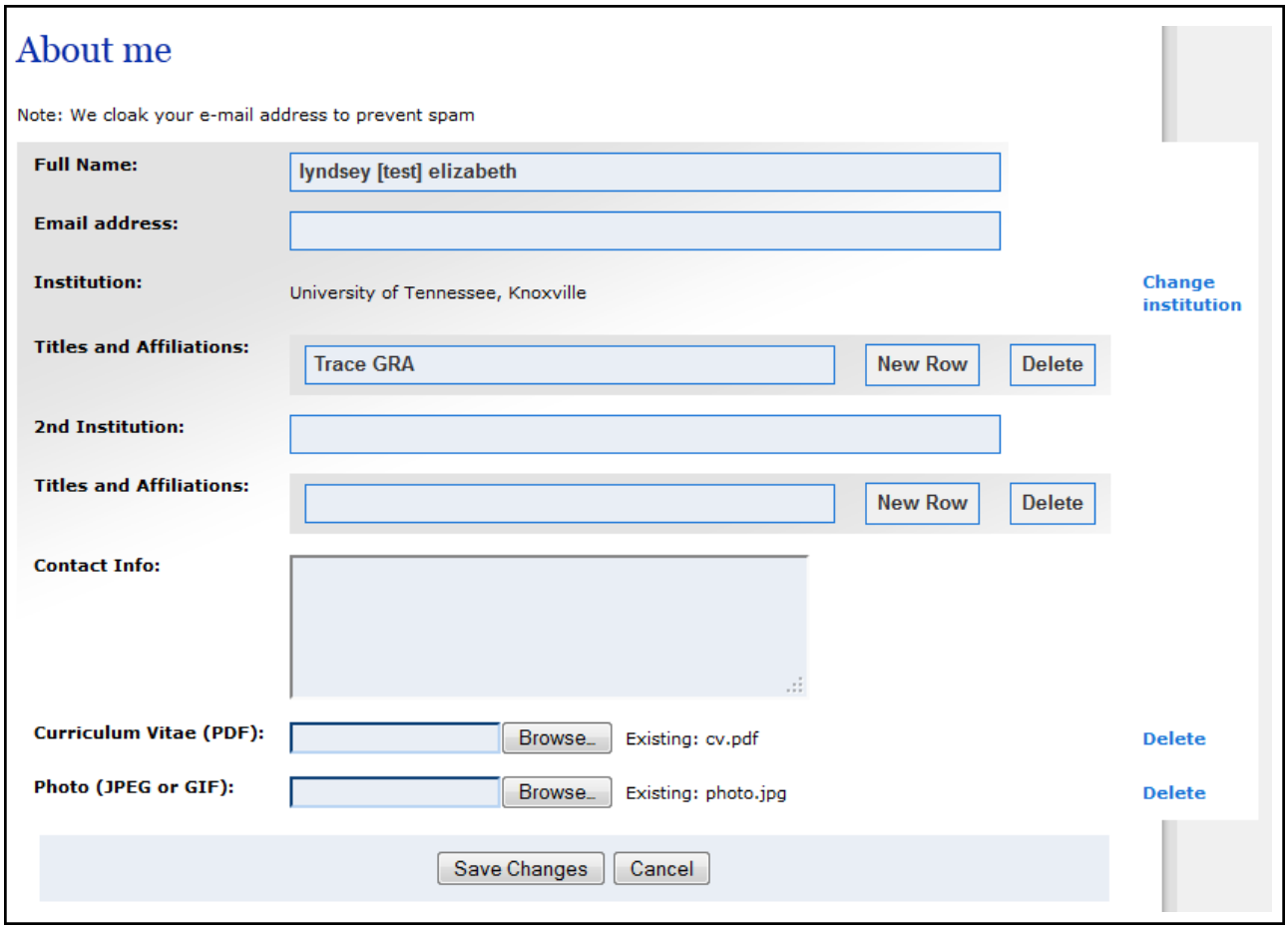


EDIT MY PHOTO / EDIT ABOUT ME

The Edit About Me allows you to upload a photo, resume/CV and other background information about yourself. This will provide your potential employer or audience with a little more information about your interests, experience and affiliations.
To complete this section, click on the **Edit About Me** button


SelectedWorks of lyndsey [test] elizabeth
Author Home
Browse Subjects
Browse Article Types
Trace
Tennessee Research & Creative Exchange
Update Site
Edit My Intro Paragraph
Tell readers about yourself and provide context for the scholarship you are promoting.
Categorize My Writings
We leave it up to you to decide how to organize your Selected Works.
Upload Content
Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.
Collect bepress Content
Search all bepress' journals, series and repositories for papers that may belong to you.
Books
Edit Even More (2012)
Edit Example (2012)
Edit My Photo
Join My Mailing List
Enter email here
Sign Up
Edit About Me
lyndsey [test] elizabeth
University of Tennessee, Knoxville
Trace GRA
Contact Information
Curriculum Vitae [PDF]

On the following screen, enter as much information as you want to share with your readers.



Note: Your resume is required to be in PDF format to upload.

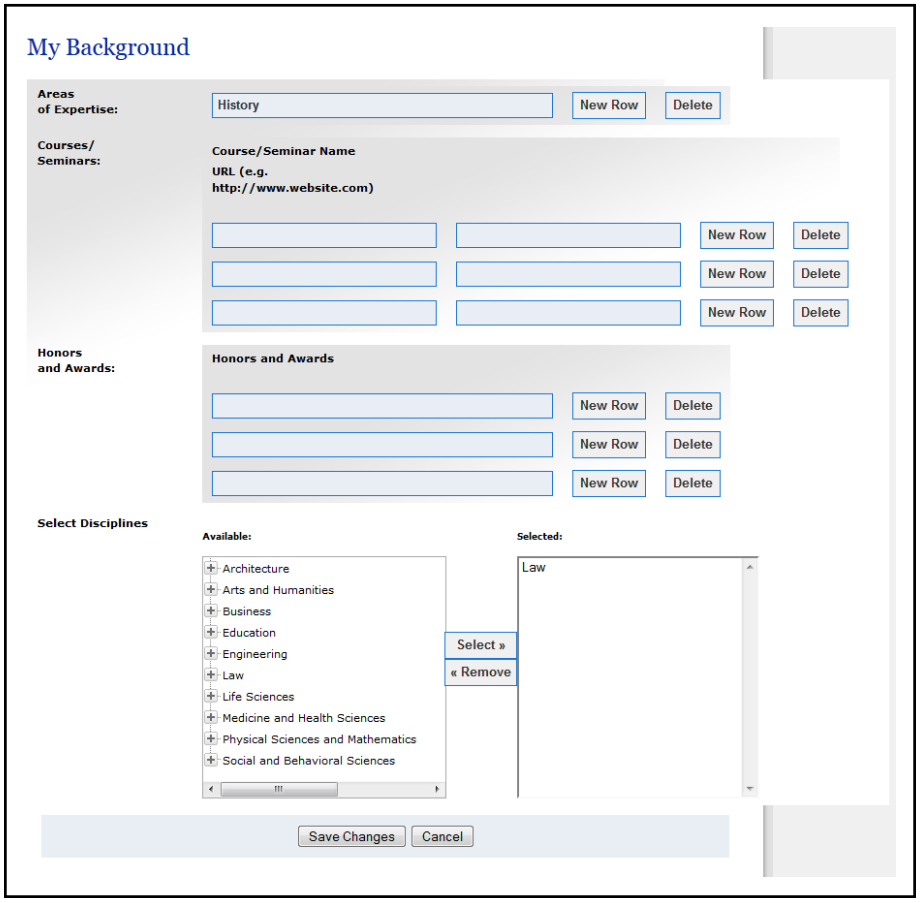
The ideal photo size is 135px by 180px, but if your photo is a different size, it should have a width-height ratio of 0.75.

Be sure to click on **Save Changes** once you are done.

EDIT MY BACKGROUND INFO

You may elaborate on your background by entering information about the following items in the **My Background** screen. This information will appear in the sidebar of the pages of your site.

1. Add information to any of the following fields.
    - **Areas of expertise.**
    - **Courses or seminars taught.** If entering a URL for a course, begin the URL with http:// so it appears as a clickable link on your site.
    - **Honors and awards received.**
2. If necessary, click **New Row** to add a new entry for the category. Click **Delete Row** to remove an item.
3. Click **Save Changes** when done.



EDIT LINKS: ADD RELEVANT LINKS TO YOUR SITE

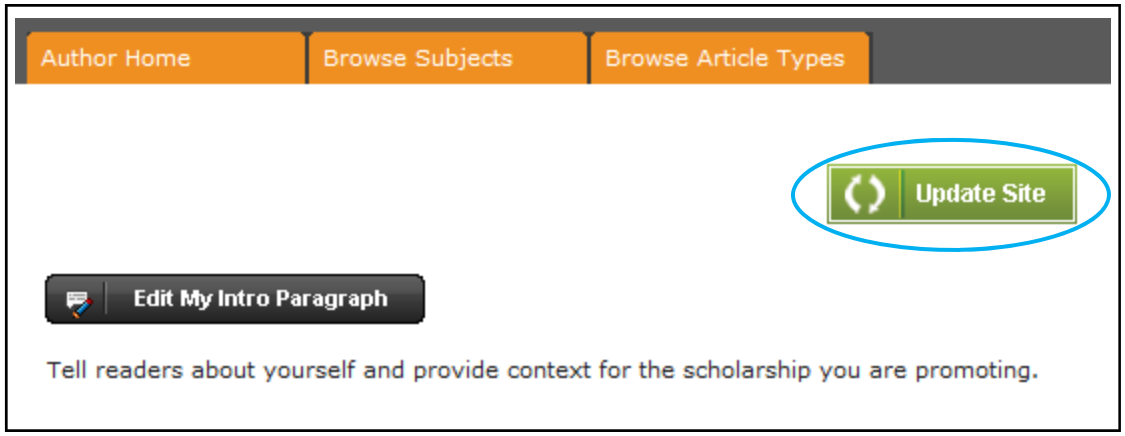
Share your favorite websites with others by entering the links and a brief label to describe them here. These links will appear in the sidebar of your site. Click the **Edit Links** button.

On the next screen, type in a descriptive label/title and enter the URL as shown in the example. If you need to add additional rows, click on the **New Row** button. When you are done, click on the **Save Changes** button. The links will appear in the side bar of your site.

Updating Your Site

When you have finished editing your site, click the **Update Site** button to make your changes public. Until your site is updated, your changes are only visible in this view.

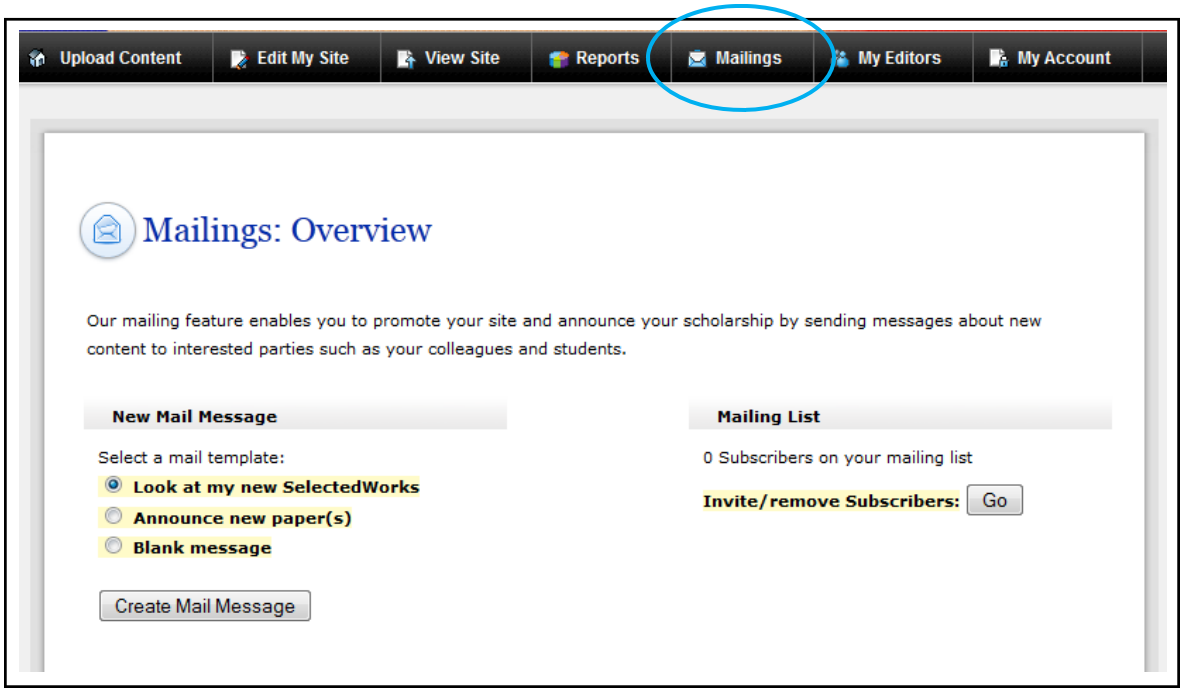
If you forget to update your site, don't worry, we'll do it for you! Each night your site is automatically updated by the system. Please note: uploading or revising a paper will automatically queue your site for update.


Author Home
Browse Subjects
Browse Article Types
Update Site
Edit My Intro Paragraph
Tell readers about yourself and provide context for the scholarship you are promoting.

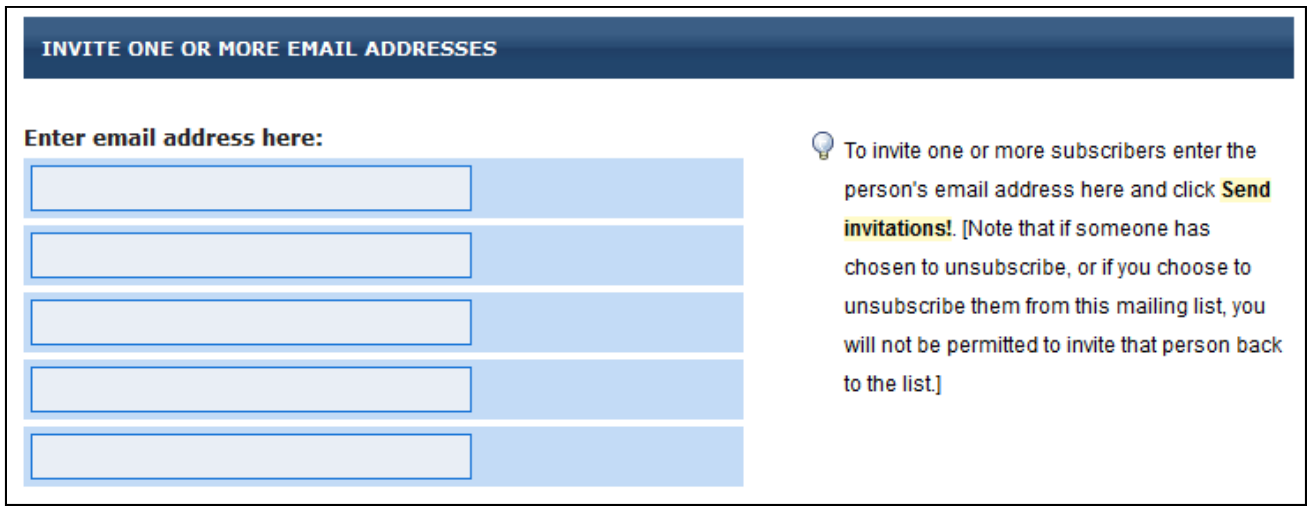
Promote Your Work

To promote yourself and your work, be sure to set up automated mailings, which will send messages about new content to interested parties such as your colleagues and potential employers.
To start this feature, click on the **Mailings** button in the menu bar.

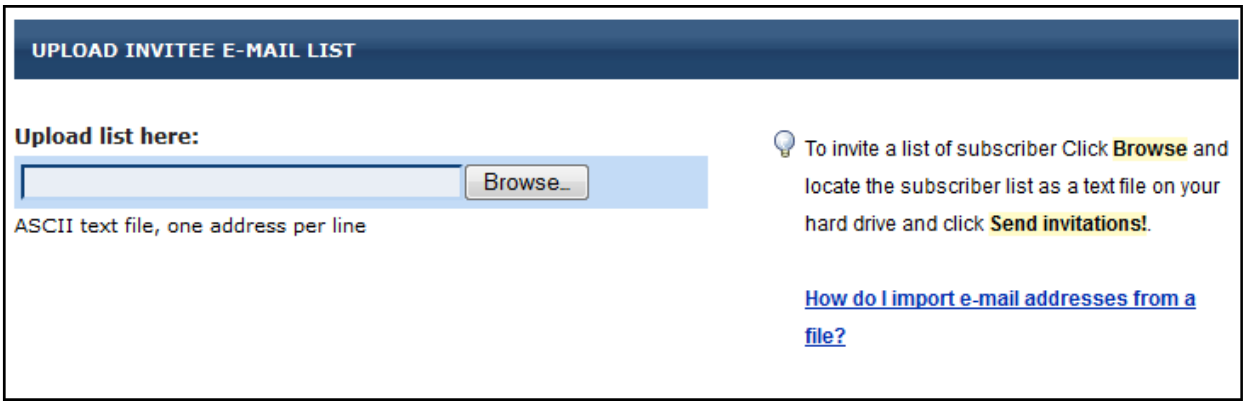
You may add people to your mailing list, or they may sign up themselves via the **Join My Mailing List** form on your site. Via the Mailing List page, you have the tools to manage the subscribers list and compose and send your own e-mail messages as desired.



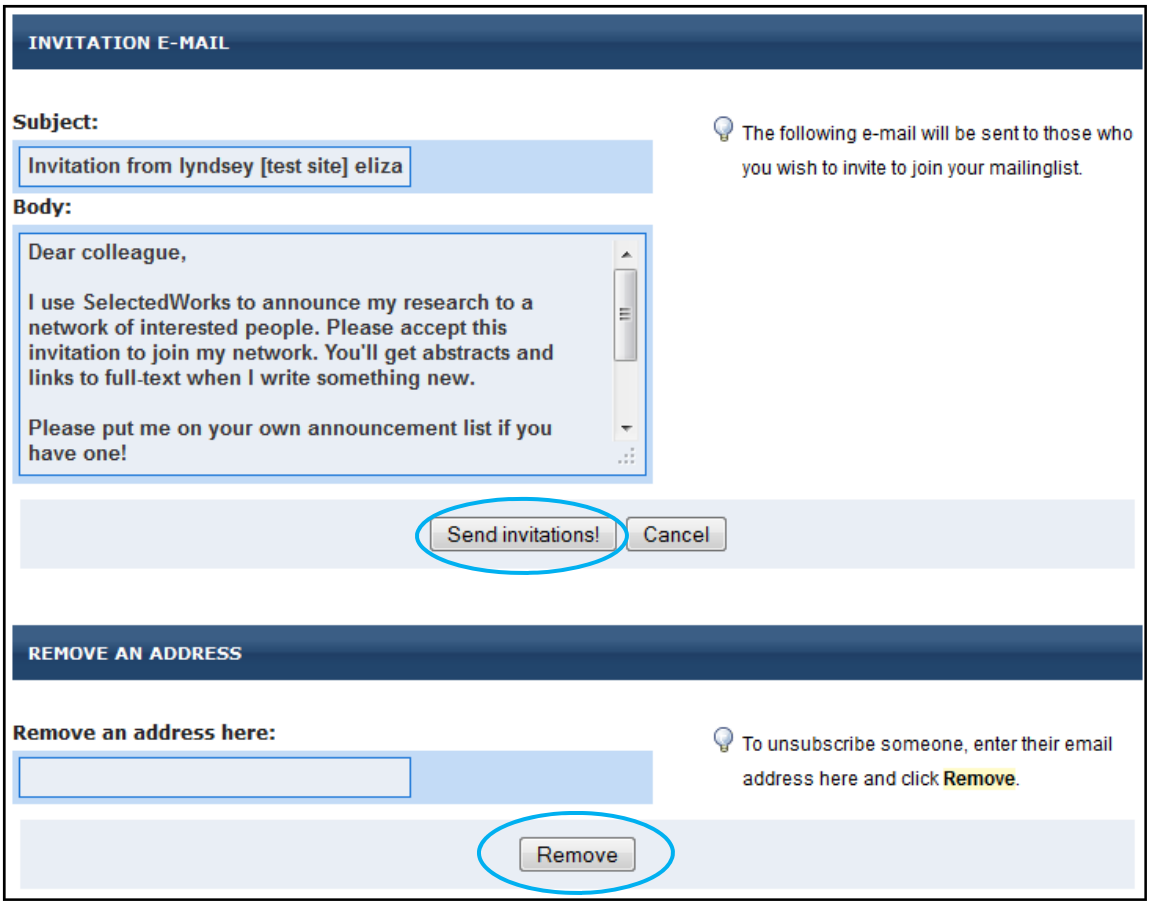
Note: Before you send out your e-mail messages, be sure to **Invite/remove Subscribers** by clicking on the **Go** button and entering the e-mail addresses as indicated on the screen shot below.



You can also upload an e-mail list using a **text file**. (A file saved as a .txt format with one row of the e-mails. Hint: Just enter e-mails and press enter between each e-mail.) Click **browse**, select the **text file**, and then click **send invitations**.


UPLOAD INVITEE E-MAIL LIST
Upload list here:
Browse...
ASCII text file, one address per line
To invite a list of subscriber Click Browse and locate the subscriber list as a text file on your hard drive and click Send invitations!.
How do I import e-mail addresses from a file?

After typing your message, click on the **Send Invitations** button. If you need to remove subscribers, enter their e-mail address and click on the **Remove** button.


INVITATION E-MAIL
Subject:
Invitation from lyndsey [test site] eliza
Body:
Dear colleague,
I use SelectedWorks to announce my research to a network of interested people. Please accept this invitation to join my network. You'll get abstracts and links to full-text when I write something new.
Please put me on your own announcement list if you have one!
The following e-mail will be sent to those who you wish to invite to join your mailinglist.
Send invitations!
Cancel
REMOVE AN ADDRESS
Remove an address here:
To unsubscribe someone, enter their email address here and click Remove.
Remove

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The **Reports** screen lists the contents of your site in descending alphabetical order, along with the date the document was posted and the total number of downloads since that date. **N/A** indicates that the download count is not applicable because the full text of the document is not available online.

Other Tools for Promoting Readership

RSS

Automatic integration with bepress' aggregation and syndication services ensures rapid dissemination and increased readership of your work. Click here for more information on RSS feeds.

bealert

Thousands get notified of new bepress content fitting their requested criteria through **bealert**, a system by which readers may request notification of new content that matches their specific search request.

Full-text Indexing

Full-text indexing in Google means more readers discover your work.